

CHIEF OF UNIFORM SERVICES

JOB DUTIES – July 2009

Budget / Administration

- Make recommendations for security budget and assist with monitoring spending under the security budget
- Participate in making recommendations regarding the statewide budget including specific county to county needs.
- Participate in Chief Magistrate / Administration (AO-DCM) meetings

Equipment – Primary contact and primarily responsibility for the equipment listed below. This will include coordinating all new purchase, maintenance and setting up access to systems like the key card system.

- Weapons control
- Uniform & officer equipment (badges, id cases, etc) control – including inventory lists
- Door locks, key card systems and alarm systems
- Metal detectors
- Distribution and ordering of practice ammo
- Coordination of installation & maintenance of AED units
- Coordinate installation of and develop CCTV and Security System replacement schedule
- Maintenance/replacement of emergency equipment (flashlights, emergency light testing)
- Schedule of fire alarm and fire extinguisher testing

Emergency Contact

- Contact for Fire Marshall
- Contact for police / alarm calls
- Coop Coordinator
- Weather and other emergency involvement

Personnel

- Coordinate the change in supervision for the Constables in Kent and Sussex counties.
- Review current job requirements
- Set standards for physical and psychological testing
- Make recommendations on uniforms and coordinate uniform purchase
- Union Negotiation participant
- Contract Security oversight – approval of invoices

Policies

- Review and make recommendations of the Security Handbook
- Make recommendations on policies including: cell phone use, shift scheduling, vacation / leave policy specific to uniformed officers.

Training

- Coordinate and monitor all contracts
- Determine frequency and type
- Set standards for training programs
- Monitor individual officer compliance with training programs

Work monitoring

- Conduct spot checks and perform periodic inspection of facilities and personnel. This should include checking that court procedures are being followed; officers are correctly attired; supervisors are monitoring daily work; and other inspection designed to ensure that security procedures are being followed as assigned.
- Monitor work performance to set standards; ensure that supervisors are monitoring daily assignments both in security and for constables.
- Liaison functions with Court Managers & Judges